

Dave Heineman, Governor

MEMORANDUM

DATE: September 24, 2012

TO: ARRA Distribution List
Attention All Agencies, Boards and Commissions in receipt of ARRA Funds
Attention State Finance Officers in receipt of ARRA Funds

FROM: Gerry A. Oligmueller, State Budget Administrator

SUBJECT: Section 1512 Report
July 1, 2012 through September 30, 2012 due October 14, 2012 11 PM CST

October 1, 2012 opens the reporting period for American Recovery and Reinvestment Act (ARRA) grant awards. A timeline is attached. All reporting phases end at 11 PM CST.

Please submit Section 1512 reports to www.FederalReporting.gov by Friday, October 12th and to www.StateReporting.Nebraska.gov by Wednesday, October 17th.

Thank you for your continued commitment to the accountability and transparency required by ARRA.

The October 2012 Reporting Timeline

- **Reminder**

- CCR registration requires annual renewal. Verify the status of your CCR registration at <https://www.sam.gov>. SAM, System for Award Management, is the replacement for the CCR website. You do not need to create a log in to search for a DUNS number. Just enter the DUNS number or organization name into the SEARCH SAM box.
- *Note from SAM website: FORMER CCR REGISTRANTS*
If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.

- **Correcting Prior Quarter Data**
 - o Recipients may submit data change requests via the ADC (Automated Data Change) Tool in Federal Reporting.gov. Instructions for submitting data change requests are found in [Chapter 16 of the User Guide](#). Prior quarter jobs data and sub-recipient data changes are not allowed.
 - o A new request type, "Modify Project Status," is now available.
 - o Please contact your assigned State Budget Division Budget Analyst before using this feature.

- **October 1st – 14th** Initial Submission 1st -10th & Extended Submission 11th – 14th to www.FederalReporting.gov
 - o Federal agency may "view only" and extract daily.
 - o Reports submitted the 11th through the 14th will not be marked as late.
 - o Continue to use the Excel Grants & Loans spreadsheet version 1.6, 1.7 or 1.8 available on *Downloads screen* of www.FederalReporting.gov. The spreadsheet format is required to submit grant and loan Section 1512 reports to www.StateReporting.Nebraska.gov.
 - o Operand characters (+, -, =, *, /) in a cell will not load correct numeric values. Enter the value of the final number rather than any type of formula that produces a number.
 - o An Excel spreadsheet and other methods are available for contracts. Contract spreadsheets are not submitted to www.StateReporting.Nebraska.gov.
 - o Use the same key data elements, such as award number to link reports from quarter to quarter. Refer to www.FederalReporting.gov Chapter 10 User Guide instructions to link and unlink reports.
 - o Mark reports as final according to [OMB Memorandum M-10-34](#) page 5, Q&A #6 and consult with your federal agency.
 - o Document data sources for future reviews and audits.

- **October 12th** Friday Load Spreadsheet to www.FederalReporting.gov
 - o State of Nebraska agency prime recipients should submit their Excel spreadsheets to www.FederalReporting.gov by Friday, October 12th.
 - o Verify federal confirmation reports to ensure report submission.
 - o Notify your assigned State Budget Division Budget Analyst by email when your reports are submitted to www.FederalReporting.gov.

- **October 14th** Sunday Last Day to Submit Section 1512 Report to www.FederalReporting.gov

- **October 15th – 16th** Monday - Tuesday Recipient Review & Revision
 - o You may review and revise a report only if it has been submitted to www.FederalReporting.gov by Sunday, October 14th.

- **October 17th** Wednesday Load Section 1512 Spreadsheet to www.StateReporting.Nebraska.gov
 - o Please load your October 2012 Excel spreadsheets to www.StateReporting.Nebraska.gov by Wednesday, October 17th.
 - o At midnight CST on October 17th, www.StateReporting.Nebraska.gov will be locked.

- **October 17th – 29th** Federal Agency Review
 - o Reports will be locked in www.FederalReporting.gov at 11 PM CST Tuesday, October 16th.
 - o Monitor email communication in www.FederalReporting.gov.

- To make a correction during this time, ask your federal agency to open your report for editing.
 - Load corrected spreadsheets to www.StateReporting.Nebraska.gov . After October 17th, contact your assigned State Budget Division Budget Analyst to obtain system access.
- **October 30th** Tuesday Data Published on www.Recovery.gov
 - **October 31st – November 1st** www.Recovery.gov System Maintenance
 - **November 2nd – December 17th** Continuous QA Period 1 and 2
 - November 26 End of Period 1 Continuous QA (last day to upload report)
 - November 27 OMB Review
 - November 28 Data from Period 1 QA Published on www.Recovery.gov
 - December 17 End of Period 2 Continuous QA (last day to upload report)
 - December 18 OMB Review
 - December 19 Data from Period 2 QA Published on www.Recovery.gov
 - **October 1 through December 17th** State Accounting Division Review
 - Review will begin as soon as your reports are loaded to www.StateReporting.Nebraska.gov .
 - Respond to State Accounting Division requests so that the final uploads contain the most accurate data and both systems contain the same data.
 - **Keeping www.Recovery.gov the same as www.StateReporting.NE.gov.**
 - There are several ways to change data in www.Recovery.gov . Be sure to upload those same changes to www.StateReporting.NE.gov prior to the three key publishing dates, October 30th, November 28th and December 19th.

October 2012							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Initial Submission
 12th FedRpt.gov
 14th Submission Deadline
 17th StatRpt.NE.gov
 30th Recovery.gov

Continuous QA
 26th FedRpt.gov
 27th StateRpt.NE.gov
 28th Recovery.gov

Continuous QA
 17th FedRpt.gov
 18th StateRpt.NE.gov
 19th Recovery.gov